

East Boston Camps Master Plan Committee
Minutes of July 28, 2005
7:30AM

Millennium School Administration – Conference Room A

The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of July 28, 2005. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes are also available in the Town Manager's Office.

Members Present: Board of Selectmen – Dini Healy-Coffin, Citizen Representatives: Denise Brunelle, George Fletcher, Angela Harkness, Kirk Ware, Conservation Commission – Peter Mahler, Parks & Recreation – Max Steiner, Water Commission – Leslie Thomas
Present: Town Manager – Steve Ledoux, Assistant Town Manager – Norman Khumalo, Parks, Recreation, & Cemetery Director – Patricia Savage

Visitors: Marian Harman, Marisa Di Pietro – East Boston Social Centers – Development Director

Handouts: Meeting Agenda, Summary of State Law applicable to Camps

The meeting was called to order at 7:40AM by Co-Chair Kirk Ware

AGENDA

- Approval of July 14, 2005 minutes – Action: approved
- Summary of Group Nominal Technique being completed by Steve Ledoux
- Old Business
 - Sign Status – George Fletcher -signs that have been ordered have been installed
 - Kiosk/message board is being built as an Eagle Scout Project
 - Survey Status – Kirk Ware reviewed the procurement laws/state statute and need a 3rd proposal/estimate; two have been submitted and are under \$25,000. The scope of the work includes a perimeter survey with topographic information and field points superimposed. Norman Khumalo stated the Town now has the fly over information. Leslie Thomas would be interested in seeing the information. Norman will arrange a power point presentation.
 - History of EBC – Kirk thanked Marian and Denise for their work and was impressed with the extent of information. Marian said this was a first draft and she was planning on adding more and at some point create a bound notebook version.
 - Invitation George issued an invitation to the Committee from the East Boston Social Centers Camp to join them for dinner Thursday, August 4th at 6PM. Committee members should meet at the Main Dining Hall (Boys Camp) and can drive up to the camp.
 - Website Update Max Steiner is looking for feedback from the committee. He needed the camp session dates and copies of the meeting minutes. Committee members are to look at the site for the next meeting and comment. Max is looking for photos, links for the front page. The press release has been sent
 - Building/facilities conditions survey(s) Members of the Committee have copies of the East Boston Social Center “Proposed Rehabilitation and Additions to Camp Facility as prepared by DEP Associates in 2000. Norman spoke to Don Kinney; he is waiting until the camp is over and looking for another individual to assess the property - what work may be needed and who will do the work. Norman will get back to the Committee on when to expect the information. George noted that the roofs on some structures leak; the concern with ADA compliance, and just how some of the structures look.

- Old Business – Continued
 - Research options for holding funds for future use at EBC - no new information
 - Camp Financial Models – Day Camp vs. Overnight Camp – Pat handed out a spreadsheet on the State laws that are applicable whether a day or overnight program. The Committee reviewed the information. Pat will continue to refine the information in particular the financials. The question of what do we own? Are we willing to sell if there is a buyer? What was included in the Purchase and Sale Agreement?
 - Next steps - meetings Kirk proposed not meeting until the end of August.
- New Business – no new business.

Next Meeting – August 25, 2005 7:30AM

Meeting adjourned 9:00AM

Accepted and approved September 15, 2005